

## Notice to Continuing Education Sponsors

It is our goal to review your continuing education (CE) sponsorship applications in a timely manner. To help ensure a timely response, please fulfill the following requirements:

Mail **ONLY ONE** completed CE sponsorship application with the agenda(s) or program for each proposed CE class or course and a \$45 processing fee for each unique, daily agenda. For example, a two-day class covering different topics on each day will be charged \$90. The fee is charged to all sponsors except California County Departments of Agriculture.

**We no longer accept faxed or e-mailed applications. Applications cannot be processed until we receive the processing fee.**

Mail your CE application to:

Cashier  
Department of Pesticide Regulation  
Attention: CE  
P.O. Box 4015  
Sacramento, California 95812-4015

The law allows a processing period of **30 calendar days** starting from the date the CE application is received. DPR processes applications in the order they are received and posts completed application information and the date it was received on our web site at [www.cdpr.ca.gov/docs/license/classes.htm](http://www.cdpr.ca.gov/docs/license/classes.htm). After evaluating the CE application, DPR will indicate on the web site if it has been approved.

Incomplete applications will be returned to you specifying the information that is lacking. Common problems include no payment; no agenda or program; no time indicated for each topic; no sponsor address, contact person, telephone number, or fax number; and no location, zip code or date of the course. **The processing period of 30 calendar days starts again when we receive the *completed* CE application from you.**

Complete applications will be evaluated and approved if they meet DPR's CE criteria. These criteria can be found in the Continuing Education Sponsorship Request Instruction, Section F, located on the second page of the Continuing Education Approval Request form. The approved application and the identification code number assigned to the course will be faxed to you. Please remember that your CE application must describe how the material to be presented relates to pest management and/or pesticides as indicated in section 6512 of Title 3, California Code of Regulations.

### **Sponsor Responsibilities**

- The sponsor must give the Verification of Attendance form to course participants who intend to receive CE credit. The document must contain the license or certificate holder's name; license or certificate number; title and location of the course; name of the instructor or sponsoring organization; hours credited; and DPR course code number. (License and certificate holders will provide these documents to DPR when renewing their license or certificate.)
- The sponsor must provide the CE Sign-in Sheets for all course participants.
- The sponsor must provide the Private Applicator (Grower) Sign-in Sheets.
- The sponsor must provide the Continuing Education Checkout form to course participants.
- The sponsor must mail these forms to the Continuing Education Center for Pest Management (CECPM), as indicated in their mailing to you.

### **DPR Responsibilities**

- DPR has sole authority to review, approve, or reject courses; assign course identification code numbers; and approve hours for CE courses required for DPR license and certificate holders.
- DPR has the authority to audit and evaluate CE courses provided by the sponsor.
- DPR has the authority to audit CE records of license and certificate holders when they renew. *County Agricultural Commissioners* have the authority to audit CE records of private applicator certificate holders when they renew permits in their county.

### **Facts Regarding Tracking of CE Hours**

- DPR does not track CE hours obtained by DPR license and certificate holders.
- Private organizations such as CECPM and the California Agricultural Aircraft Association (CAAA) have been approved by DPR to track CE hours for their members.

#### **CECPM**

1143 No. Market Blvd., Suite 7  
Sacramento, California 95834  
Tel. 916-928-0985  
Fax 916-928-0705

#### **CAAA**

2100 Flight Line Drive, Suite 3  
Lincoln, California 95647  
Tel. 916-654-9747  
Fax 916-924-1554

**Note:** Contact CECPM to obtain computerized Checkout Forms and meeting materials to help facilitate tracking meeting attendance.

If you wish to speak with Bob Elliott concerning CE issues or questions, please call (916) 324-4250.